

State of Tennessee  
Department of Children's Services (DCS)  
Records Retention  
Alphabetical Order by Record Series Title

**Child / Youth Records**

**RDA Number**   **Records Title and Description**

**2368**      **ADOPTIONS ASSISTANCE FORMS**

Approved: August 30, 1995

ADOPTION ASSISTANCE APPLICATION, AGREEMENT AND RENEWAL. THIS IS A ONE TIME RDA.

**Disposition**    FILES ARE TO BE TRANSFERRED TO STATE RECORDS CENTER; HOLD TWENTY-FOUR (24) YEAR(S) THEN DESTROY.

**2844**      **CLOSED CPS-CHILD FATALITY CASE FILES**

Approved: September 7, 2000

CLOSED CPS FILES MAY INCLUDE ABUSE OR NEGLECT DEATH REPORTS AND DOCUMENTATION OF INVESTIGATIVE ACTIVITIES, E.G., INTERVIEWS, MEDICAL AND PSYCHOLOGICAL EVALUATIONS, ETC. THAT HAVE BEEN CONDUCTED AND A SUPERVISOR HAS APPROVED THE CLOSURE AND DATED THE RECORD.

**Disposition**    THE FILES ARE TO BE CUT OFF AT JUNE 30 ANNUALLY THEN, MAINTAIN PAPER FILES IN AGENCY FOR TEN (10) YEAR(S); THEN MICROFILM RECORD AND DESTROY PAPER COPIES. ORIGINAL FILM MAINTAINED BY STATE RECORDS CENTER WITH COPY MAINTAINED LOCALLY IN AGENCY. RETAIN PERMANENTLY.

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2845	<p><b>CLOSED CPS-NEGLECT/EMOTIONAL ABUSE/INJURY CASE FILES</b> Approved: September 7, 2000</p> <p>CLOSED CPS CASE FILES CONTAINING ONLY PHYSICAL, MEDICAL, EMOTIONAL, EDUCATIONAL NEGLECT, LACK OF SUPERVISION OR ABANDONMENT, EMOTIONAL/MORAL ABUSE, OR SUBSTANTIAL RISK OF PHYSICAL INJURY REPORTS AND INVESTIGATIVE ACTIVITIES THAT HAVE BEEN DOCUMENTED AND SUPERVISOR HAS APPROVED THE CLOSURE AND DATED THE RECORD.</p>
<b>Disposition</b>	THE FILES ARE TO BE CUT OFF ON JUNE 30 ANNUALLY THEN, MAINTAIN IN AGENCY FIVE (5) YEAR(S); THEN DESTROY.
<b>R2843</b>	<p><b>CLOSED CPS-SEVERE PHYSICAL/SEXUAL ABUSE CASE FILES</b> Approved: September 7, 2000, <b>Revised: August 25, 2003</b></p> <p>CLOSED CPS CASE FILES MAY INCLUDE FAILURE TO THRIVE, PHYSICAL AND SEXUAL ABUSE INJURY REPORTS AND DOCUMENTATION OF INVESTIGATIVE ACTIVITIES, E.G. INTERVIEWS, MEDICAL AND PSYCHOLOGICAL EVALUATIONS, ETC., THAT HAVE BEEN CONDUCTED AND A SUPERVISOR HAS APPROVED THE CLOSURE AND DATED THE RECORD.</p>
<b>Disposition</b>	THE FILES ARE TO BE CUT OFF UPON CLOSURE OF INVESTIGATION THEN, MAINTAIN IN AGENCY SEVENTY-FIVE (75) YEAR(S); THEN DESTROY.

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2879      **CLOSED DCS-HOME COUNTY (JJ) CASE MANAGER FILES**

Approved: June 7, 2001

"ORIGINAL" CASE FILE RECORDS, INCLUDING DEMOGRAPHICS, ASSESSMENT, TREATMENT, PERMANENCY PLAN, CASE RECORDINGS/NOTES, DISCIPLINARY REPORTS, PLACEMENT, COURT ORDER, PHOTOGRAPHS AND OTHER MISCELLANEOUS INFORMATION ON A JUVENILE JUSTICE CHILD THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF THE STATE.

**Disposition**      THE FILES ARE TO BE CUT OFF AT THE CHILD'S 22ND BIRTHDAY THEN, MAINTAIN IN AGENCY SEVEN (7) YEAR(S); THEN DESTROY.

2878      **CLOSED DCS-HOME COUNTY(SS) CASE MANAGER FILES**

Approved: June 7, 2001

"ORIGINAL" CASE FILE RECORDS, INCLUDING DEMOGRAPHICS, ASSESSMENT, TREATMENT, PERMANENCY PLAN, CASE RECORDINGS/NOTES, DISCIPLINARY REPORTS, PLACEMENT, COURT ORDER, PHOTOGRAPHS AND OTHER MISCELLANEOUS INFORMATION ON A SOCIAL SERVICE CHILD THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF THE STATE.

**Disposition**      THE FILES ARE TO BE CUT OFF AT THE CHILD'S 21ST BIRTHDAY THEN, MAINTAIN IN AGENCY SEVEN (7) YEAR(S); THEN DESTROY

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**2880**                    **CLOSED DCS-RESIDENTIAL CASE MANAGER FILES**

Approved: June 7, 2001

"DUMMY" CASE FILE RECORD, INCLUDING DEMOGRAPHICS, ASSESSMENT, TREATMENT, PERMANENCY PLAN, CASE RECORDINGS/NOTES, DISCIPLINARY REPORTS, PLACEMENT, COURT ORDER, PHOTOGRAPHS AND OTHER MISCELLANEOUS INFORMATION ON A CHILD PLACED IN A FOSTER HOME OR CONTRACT AGENCY THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF THE STATE.

**Disposition**       THE FILES ARE TO BE CUT OFF AT THE CHILD'S 19TH BIRTHDAY THEN, DESTROY.

**2875**                    **CLOSED DCS-RESIDENTIAL TREATMENT FACILITIES CHILD FILES**

Approved: June 7, 2001

ORIGINAL CASE FILE RECORDS, INCLUDING DEMOGRAPHICS, ASSESSMENT, PERMANENCY PLAN, DISCIPLINARY REPORTS, PHOTOGRAPHS, AND OTHER MISCELLANEOUS INFORMATION, BUT NOT TO INCLUDE SPECIFIC EDUCATIONAL RECORDS, SPECIFIC MEDICAL RECORDS, OR CASE RECORDINGS/NOTES ON A CHILD NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.

**Disposition**       THE FILES ARE TO BE CUT OFF AT CHILD'S 22ND BIRTHDAY THEN, DESTROY.

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**2873**      **CLOSED DYD YOUTH MASTER FILES**

Approved: June 7, 2001

JUVENILE JUSTICE CHILD RECORDS, INCLUDING PROBATION FILES, REPORTS, IPP, IEP, PLACEMENT, EDUCATION, MEDICAL, COURT ORDERS, PHOTOS, ETC., FORMERLY MAINTAINED BY THE DEPT. OF YOUTH (DYD), THAT CLOSED PRIOR TO 10/93, WHICH WERE NOT PREPPED OR MICROFILMED, AND ARE CURRENTLY STORED AT THE STATE RECORDS CENTER AND VARIOUS DCS SITES.

**Disposition**    THE FILES ARE TO BE CUT OFF AT 09/30/93 THEN, MAINTAIN IN RECORDS CENTER AND VARIOUS DCS SITES UNTIL 9/30/2009 OR UNTIL YOUTH'S 29TH BIRTHDAY; THEN DESTROY.

**2882**      **CLOSED DYD YOUTH-MISCELLANEOUS MASTER FILES**

Approved: June 7, 2001

JUVENILE JUSTICE CHILD RECORDS, INCLUDING PROBATION FILES, REPORTS, IPP, PLACEMENT, COURT ORDERS, PHOTOS, ETC., EXCEPT FOR MEDICAL AND EDUCATION RECORDS, FORMERLY MAINTAINED BY THE DEPT. OF YOUTH DEVELOPMENT (DYD), THAT CLOSED BETWEEN 10/01/93 AND 06/30/96, AND ARE CURRENTLY STORED AT VARIOUS DCS OFFICES, YOUTH DEVELOPMENT CENTERS (YDC), AND GROUP HOMES (GH).

**Disposition**    THE FILES ARE TO BE CUT OFF AT YOUTH'S 22ND BIRTHDAY THEN, DESTROY.

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2887	<p><b>CLOSED FCIP-CSA CASE MANAGER FILES</b> Approved: December 6, 2001</p> <p>ORIGINAL PREVENTION CASE FILE RECORDS CONTAINING SPECIFIC CHILD/FAMILY AND CASE RECORDINGS ON A NON-CUSTODY CHILD.</p>
<b>Disposition</b>	THE FILES ARE TO BE CUT OFF AT THE CHILD'S 18TH BIRTHDAY THEN, MAINTAIN IN AGENCY ONE (1) YEAR(S) THEN, DESTROY.
2913	<p><b>CLOSED TPS SOCIAL SERVICE (1970-1979) FILES</b> Approved: June 25, 2002</p> <p>"ORIGINAL" TN PREPARATORY SCHOOL-SOCIAL SERVICES CASE FILE RECORDS, CLOSED BETWEEN JANUARY 1, 1970 AND DECEMBER 31, 1979, EXCEPT FOR SPECIFIC "ORIGINAL" EDUCATION AND MEDICAL INFORMATION, ON A CHILD THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.</p>
<b>Disposition</b>	THE FILES ARE TO BE CUT OFF 12/31/1979 THEN, MAINTAIN IN AGENCY UNTIL 1/31/2005; THEN DESTROY.
2915	<p><b>CLOSED TPS SOCIAL SERVICE (1980-1989)FILES</b> Approved: July 15, 2002</p> <p>"ORIGINAL" TN PREPARATORY SCHOOL-SOCIAL SERVICES CASE FILE RECORDS, CLOSED BETWEEN JANUARY 1, 1980 AND DECEMBER 31, 1989, EXCEPT FOR SPECIFIC "ORIGINAL" EDUCATION AND MEDICAL INFORMATION, ON A CHILD THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.</p>
<b>Disposition</b>	THE FILES ARE TO BE CUT OFF AT 12/31/1989 THEN MAINTAIN IN AGENCY UNTIL 1/31/2006, THEN DESTROY.

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2916 **CLOSED TPS SOCIAL SERVICE (1990-1996)FILES**

Approved: July 15, 2002

"ORIGINAL" TN PREPARATORY SCHOOL-SOCIAL SERVICES FILE RECORDS, CLOSED BETWEEN JANUARY 1, 1990 AND JUNE 30, 1996,BUT NOT TO INCLUDE SPECIFIC EDUCATIONAL RECORDS, SPECIFIC MEDICAL RECORDS, OR CASE RECORDINGS/NOTES, ON A CHILD THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.

**Disposition** THE FILES ARE TO BE CUT OFF AT 6/30/1996 THEN MAINTAIN IN AGENCY UNTIL 1/31/2007, THEN DESTROY.

2871 **CLOSED TPS SOCIAL SERVICES-CHILD LEDGERS**

Approved: June 7, 2001

"ORIGINAL" TN PREPARATORY SCHOOL-SOCIAL SERVICES 1898-1920 CHILD LEDGERS ON CHILDREN THAT ARE NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.

**Disposition** THE FILES ARE TO BE CUT OFF FROM 1800 TO 1920 THEN TSLA WILL MICROFILM; ORIGINAL FILM MAINTAINED AT TSLA, COPY MAINTAINED BY TPS (BOTH PERMANENTLY) PAPER LEDGERS ALSO MAINTAINED BY TSLA PERMANENTLY.

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2872	<p><b>CLOSED TPS SOCIAL SERVICES FILES</b> Approved: June 7, 2001</p> <p>"ORIGINAL" TN PREPARATORY SCHOOL-SOCIAL SERVICES CASE FILE RECORDS, CLOSED PRIOR TO JANUARY 1, 1970, ON A CHILD THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.</p>
<b>Disposition</b>	THE FILES ARE TO BE CUT OFF DECEMBER 31, 1969 THEN, MAINTAINED IN AGENCY UNTIL JANUARY 31, 2003; THEN DESTROY.
1246	<p><b>SEALED ADOPTION FILES</b> Approved: July 14, 1983</p> <p>SEALED ADOPTION FILES (CONFIDENTIAL) - FORMS, DOCUMENTS, REPORTS, SUMMARIES, CORRESPONDENCE, ETC.SEALED BEFORE TRANSFER TO STATE RECORDS CENTER; TO BE RETRIEVED ONLY BY AUTHORIZED DHS PERSONNEL.</p>
<b>Disposition</b>	HOLD IN AGENCY UNTIL FINAL DECREE OF ADOPTION. TRANSFER TO STATE RECORD CENTER FOR PERMANENT RETENTION.
2914	<p><b>TPS STUDENT BEHAVIOR REPORTS</b> Approved: June 25, 2002</p> <p>FORM USED TO DOCUMENT POSITIVE AND NEGATIVE STUDENT BEHAVIOR AND DESCRIBE STAFF ACTION TAKEN AND ANY CONSEQUENCES.</p>
<b>Disposition</b>	THE FILES ARE TO BE CUT OFF AT STUDENT'S RELEASE FROM TPS THEN, MAINTAIN IN AGENCY SIX (6) MONTH(S); THEN DESTROY.



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2907        **TPS-SACS REPORTS**  
Approved: May 16, 2002

VARIOUS REPORTS, E.G., POPULATION, ATTENDANCE, TEXTBOOK,  
TEACHER, ETC. AND STATISTICAL DOCUMENTATION SUPPORTING  
TENNESSEE PREPARATORY HIGH SCHOOL ACCREDITATION.

**Disposition**   THE FILES ARE TO BE CUT OFF AT THE END OF ACCREDITATION PERIOD  
THEN, MAINTAIN IN AGENCY TEN (10) YEAR(S); THEN DESTROY.

2908        **TPS-TEST SCORE REPORTS**  
Approved: May 16, 2002

INDIVIDUAL STUDENT AND SCHOOL POPULATION SUMMARY REPORTS  
OF STATE-MANDATED TESTING RESULTS

**Disposition**   THE FILES ARE TO BE CUT OFF AT THE END OF THE SCHOOL YEAR THEN,  
MAINTAIN IN AGENCY FIVE (5) YEAR(S) THEN DESTROY.